



# ATHLETIC FIELD RESERVATION APPLICATION

This is **NOT** a permit, nor does it guarantee a permit will be issued.  
Only one application per organization will be processed per season.

## ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

Number of Mountain View Residents in Organization: \_\_\_\_\_

Number of NON-Mountain View Residents in Organization: \_\_\_\_\_

## TYPE OF ORGANIZATION (Please Check One for Each Line)

☐ YOUTH ☐ Baseball ☐ Softball ☐ Soccer ☐ Football ☐ Volleyball

☐ ADULT ☐ Other \_\_\_\_\_

FIELD REQUESTED	DAY	START DATE	END DATE	START TIME	END TIME	ESTIMATED NO. OF PEOPLE PER USE	GAME USE OR PRACTICE USE?

**NOTE:** For more space, please attach additional pages using the same format.

## PLEASE ATTACH TO THE FIELD RESERVATION APPLICATION:

- ☐ Participant Roster
- ☐ Certificate of Insurance with the City of Mountain View listed as additional insured
- ☐ Board contact list or additional contact person(s)

**APPLICATIONS CAN BE MAILED, FAXED OR DROPPED OFF AT THE COMMUNITY CENTER, 8:30 A.M. TO 5:00 P.M., MONDAY THROUGH FRIDAY.**

Athletic Field Reservations  
201 South Rengstorff Avenue, P.O. Box 7540  
Mountain View, CA 94039-7540

(650) 903-6331  
FAX: (650) 962-1069

## FOR RECREATION STAFF USE ONLY

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Priority Assigned: \_\_\_\_\_ Permit No.: \_\_\_\_\_



## ATHLETIC FIELD RESERVATION INFORMATION

Applications for athletic field rental are accepted two times per year for priority consideration. Applications will also be accepted year round and must be submitted at least two weeks prior to the event date(s). These applications will not be considered for priority assignments if submitted after the deadline. All applications should be sent to Mountain View Recreation Division, Attention: Athletic Field Reservations, 201 South Rengstorff Avenue, P.O. Box 7540, Mountain View, California, 94039-7540; or faxed to (650) 962-1069. **Postmarks and faxes received after 5:00 p.m. on the deadline will not be accepted for priority consideration.**

### Deadlines

Season	Dates	Rental Application Deadline
Spring/Summer	March 1-July 31	December 31
Fall/Winter	August 1-December 15	June 30
Rolling Requests (nonpriority)	March 1-December 15	<b>Two weeks</b> prior to event start date

As outlined in City Council Policy No. H-7, Athletic Field Use, first priority will be assigned to City-sponsored or school district leagues/activities. Second priority will be granted to Mountain View youth sports organizations and Mountain View residents, followed by Mountain View businesses and then all other groups. Groups will also be required to provide liability insurance with the City of Mountain View listed as an additional insured in order to receive a permit. Commercial activities for private profit, except when approved by the City Manager in conjunction with a City-sponsored event, are prohibited by City Code Section 38.

### Fees

Organizations	McKelvey, Crittenden, Callahan WITHOUT Lights	McKelvey, Crittenden, Callahan WITH Lights	All Other Fields/Parks*
Youth	FREE	FREE	FREE
Adult	\$26.00/hour	\$51.75/hour	\$33.00/day

\* Monta Loma, Slater, Stevenson, Whisman, Bubb, Castro, Cooper, Eagle, Graham, Huff, Landels, McKelvey (sm), Sylvan

### Maintenance

Groups renting the athletic fields are responsible for prepping their own field and making sure the facilities and fields are litter-free at the end of each use. The City reserves the right to revoke any permit if the field has been abused or is not free from litter. All fields are subject to closure at any time for maintenance and recovery. For more information, please refer to City Council Policy No. H-7 or contact the Community Center at (650) 903-6331.